

Oklahoma State University

Flying Aggies

Constitution and Bylaws

April 1, 2015

Change Log for Constitution

Article V, Section IV- Replace entire section

Article V, Section VI- Renumber to V and subsequent sections appropriately

Article X- Renumber to IX and subsequent sections appropriately

Oklahoma State University Flying Aggies Constitution

- Article I. Name
- Article II. Purpose
- Article III. Fiscal Year
- Article IV. Bylaws and Other Regulations
- Article V. Officers
- Article VI. Membership
- Article VII. Quorums and Meetings
- Article VIII. Voting
- Article IX. Finance
- Article XI. Amendments
- Article XII. Impeachment

Oklahoma State University Flying Aggies Constitution

Article I. Name

Section I. The name of this organization shall be The Oklahoma State University Flying Aggies. Hereinafter referred to as the Club.

Article II. Purpose

Section I. Upon authorization by the Oklahoma State University, this Constitution, Bylaws, and any other regulations provided are hereby established.

Section II.

The purpose of the Club is to encourage interest in aviation, to provide safe, economical flying, transportation for its members, to compete for OSU at a national collegiate level, and to advance the knowledge of the members in aeronautical and related subjects.

Article III. Fiscal Year

Section I.

The fiscal year shall extend from September 1st through August 31st.

Article IV. Bylaws and Other Regulations

Section I.

Bylaws and other regulations deemed necessary by the members shall be adopted and have the same force and effect as if published as a part of the constitution.

Article V. Officers

Section I.

Officers of the Club shall be elected for a term, as defined by Article II of the Club Bylaws, by a majority of the Club members present at the time of the election. Elections are to be held at the last business meeting of the spring semester to determine the officers for the following collegiate year.

Section II.

The officers elected must be a full-time student and meet a minimum GPA requirement of 2.0 if an undergraduate and 3.0 if a graduate student.

Section III.

In the event of vacancies in offices, the elections of those officers shall be held as soon as possible each semester, but in no case later than the third meeting following the occurrence of such vacancy.

Section IV.

Nominations for officer positions will be taken from the floor. A record of the nominations and votes for each candidate for each office election shall be kept with the faculty advisor through the service term of the newly elected officer core. This record is only to be disclosed in a dispute of the election results and then only to those necessary.

Section V.

The officers of the Club should include a President, Vice-President, Secretary, Treasurer, Social Chairman, Safety Chairman, Historian, Flight Team Chairman, and Banquet Director.

Section VI.

The President will preside over all meetings. In the absence of the President, the Vice President will preside over the meetings. The Secretary will be in charge of filing all organizational reports with the Department of Campus Life and the Treasurer must attend the annual treasurers' workshop. All other duties of the Officers are explicitly written in the Club Bylaws.

Section VII.

The Officer Core will consist of all current officers and past presidents if available for consultation as a nonvoting member.

Section VIII.

All officers shall be active members in the Club's activities.

Section IX.

The Advisor shall be chosen by the Officer Core and shall be someone who currently holds a faculty or staff position.

Section X.

The Co-Advisor shall be chosen by the Officer Core and must be faculty or staff. The Co-Advisor will act as an aid to the Advisor in regards to any of his or her duties when acting in their official capacity as the Club Advisor.

Article VI. Membership

Section I. Membership of this group is limited to those persons who are enrolled as students, alumni, staff members, or members of the faculty at Oklahoma State University.

Section II.

Membership shall be classified as members who are in good standing, suspension, association, and honorary appointees.

Section III.

A member in good standing shall be considered one who is not under suspension. He or she shall be rendered all privileges and benefits within the power of the Club to bestow.

Section IV.

Honorary membership may be granted to those persons whom the Officer Core deems have rendered outstanding service to the Club. Honorary membership will not be granted to members of the Club.

Section V.

A suspended member is any previous member in good standing who has committed an infraction of the rules set forth herein. He or she shall be denied all privileges and benefits of the Club. Any member who has been suspended shall appear before the Officer Core within a period of 30 days for further disposition of his or her case. It shall be the suspended member's responsibility to schedule an appearance before the Executive

Council. Failure to do so will constitute an automatic discharge from the Club.

Section VI.

An associate membership may be granted to those individuals who are not Oklahoma State University students who have an interest in being a member of the Club. Associate members are entitled to all privileges extended to regular members except for voting privileges, Flight Team eligibility, and use of the Club aircraft. Associate membership may be purchased for one year, five years, or a lifetime period.

Section VII.

Membership purchased at the beginning of the fall semester shall be considered current until the first meeting of the following fall semester.

Section VIII.

Membership purchased during the spring semester by new members or those whose membership has lapsed greater than one year, will begin at the start of the spring semester in which it was purchased and end the following fall semester as of the first meeting.

Article VII. Quorums and Meetings

Section I.

The quorum for all membership meetings shall be at least 34% of the Club membership in good standing.

Section II.

The officers of the Club shall determine the dates and times for each meeting at the beginning of each semester. Before the close of each meeting, the time and place for the next meeting shall be announced.

Section III.

Upon written request of at least 50% of the Club membership, the President shall be required to call a Special Membership meeting. He or she may also do so at his or her discretion.

Section IV.

All members shall be notified, if possible, of the time, place, and subject matter of the Special Membership meeting and only that business for which the meeting is called shall be transacted.

Section V.

The Officer Core meetings shall be held at the discretion of the President.

Article VIII. Voting

Section I.

Members in good standing shall be allowed to vote on any matter requiring a vote and they shall be entitled to only one such vote.

Section II.

There shall be no absentee or proxy voting.

Section III.

It shall require a fifty-one percent majority vote of those members present to affect passage of any resolution.

Section IV.

Voting in regards to officer elections shall be anonymous. The anonymity of all other issues requiring a vote of the members shall be at the discretion of the President. However, the anonymity of any vote may be requested and overrule the discretion of the President by a majority of the present voting body.

Article IX. Finance

Section I.

Rental fee for the Club aircraft shall be determined by the Club officers and advisor. The rental fee shall be paid at the completion of each flight.

Section II.

Dues for members in good standing shall be determined by the Club officers and advisor.

Article X. Amendments

Section I.

Amendments or additions to the constitution can only be affected by a seventy-five percent favorable vote of the present membership at the meeting.

Section II.

A proposed amendment or change to the constitution shall be voted upon at the meeting at which the proposal is made, and in the event of favorable action, the amendment or change shall go into effect immediately.

Section III.

Any change or amendment to this constitution shall be attached hereto and every member of the Club shall then receive a copy of the same changes. In addition, all changes must be submitted to the Department of Campus Life for approval by the Committee on Student Organizations.

Article XI. Impeachment

Section I.

A minimum of two-thirds majority of a written vote of members in good standing shall be required to impeach an officer and such action shall be presided over by a member chosen by the Club membership who is not and officer of the Club.

Change Log for Bylaws

Article II- Add Section II, renumber subsequent sections accordingly

Article II, Sections III, IV, V, VII, VIII, X, and XI- Delete: “This is a yearlong position. The service term beginning immediately following his or her election and ending at his or her replacement whether it be: recurring election, impeachment and removal from office, or resignation.” (Section numbers assuming renumbering after addition of section II.)

Article II, Section VI- Delete: “This is a yearlong position.” (Section numbers assuming renumbering after addition of section II.)

Article II, Section IX- Delete: “This is a yearlong position and...” & “The service term beginning immediately following his or her election and ending at his or her replacement whether it be: recurring election, impeachment and removal from office, or resignation.” (Section numbers assuming renumbering after addition of section II.)

Article IV- Add section III, renumber subsequent sections accordingly

Article VI, Section II- Replace “them” with “then”

Oklahoma State University Flying Aggies Bylaws

Article I. Membership Classification and Privileges

Article II. Duties of Officers and Members

Article III. Flying Regulations

Article IV. The Club Aircraft

Article V. Suspensions and Penalties

Article VI. Amendments

Article VII. Preparation for Air Meets

Oklahoma State University Flying Aggies Bylaws

Article I. Membership Classification and Privileges

Section I.

Membership shall be classified as members in good standing, suspended, associate, and honorary.

Section II.

A member in good standing shall be considered one who is not under suspension and who regularly attends club meetings and participates in Club functions. He shall be rendered all privileges and benefits within the power of the Club to bestow.

Section III.

A suspended member is any previous member in good standing who has committed an infraction of the rules set forth herein. He shall be denied all privileges and benefits of the Club. Any member who has been suspended shall appear before the Officer Core within a period of 30 days for further disposition of his case. It shall be the suspended member's responsibility to schedule appearance before the Executive Council. Failure to do so will constitute an automatic discharge from the Club.

Section IV.

An honorary member is a person whom the Officer Core considers to have rendered outstanding service to the Club or to aviation. Honorary membership will not be granted to members of the Club.

Section V.

Membership purchased at the beginning of the fall semester shall be considered current until the first meeting of the following fall semester.

Section VI.

Membership purchased during the spring semester by new members or those whose membership has lapsed greater than one year, will begin at the start of the spring semester in which it was purchased and end the following fall semester as of the first meeting.

Article II. Duties of Officers and Members

Section I.

It shall be the duty of all officers to conduct the activities of the association in an efficient, business-like manner, and to safeguard the interest of the Club at all times.

Section II.

A transitional meeting shall be held before 5pm on the Friday of finals week of the spring semester and in accordance with university policy regarding campus organizations functions and meetings. All retiring and newly elected officers shall discuss the past and future events, responsibilities, duties, legacy, obligations, exchange of contact information for any essential contacts, and any other information regarding their terms. At the conclusion of the meeting established by this section, the newly elected persons shall assume their respective offices.

Section III.

The President shall preside over all meetings of the Club, appoint all committees, may collect membership dues to assist with Treasurer duties, and perform all other duties as properly pertain to the office. The President must be chosen from the existing officer core. The President shall have complete charge of all elections. At the beginning of each fall semester it shall be the responsibility of the President to report the names of the officers and advisors of the Club to the department of student organizations and shall promptly report any changes that occur during the year. It shall also be the responsibility of the President at the beginning of the fall semester to file with the department of student organizations a signed "affirmation of compliance." It is understood that failure to submit such material, through continued negligence or willful omission, may result in the suspension of the charter of the Club by the committee of student organizations.

Section IV.

The Vice-President shall assume the responsibilities of the President should that person be unable to fulfill their duties, arrange for a meeting place, be held responsible for fundraising, and the Grover Loening Trophy. In the event or absence of both the President and Vice-President from any regular or special meeting, a Chairman who has been previously appointed by the President shall preside at said meeting.

Section V.

The Secretary will take minutes of the meetings, and keep an accurate record of all proceedings. The secretary shall conduct all correspondence with the Club and its officers, notify all members of special membership meetings, write the monthly newsletter, and perform all other duties as properly pertains to the office.

Section VI.

The Treasurer shall receive and disburse all Club money and maintain an account with the university. The treasurer will maintain an accurate record of financial activity of the Club, make an annual and a monthly report of the official transactions and of the foundation account, and complete the budget requisition for the following year. It shall also be the responsibility of the treasurer to deposit all funds of the Club with the University banking services and should insure that an audit is done at the end of each semester. All other duties as properly pertains to the office will be the responsibility of the treasurer also.

Section VII.

The Social Chairman shall be in charge of all social activities and assist the Vice-President in arranging for a meeting place and organizing extracurricular activities for members. The social Chairman shall have the power to appoint committees to assist him or her with their duties. Also, he or she shall be responsible for publicizing the time and place of each meeting and be responsible for maintaining any social media. The social Chairman should work with Oklahoma State University publications and

local news services furnishing them with information on all matters concerning the Club. This is a yearlong position.

Section VIII.

The Safety Chairman shall be responsible for keeping the Club informed of FAA rule changes. He or she will also be responsible for presenting safety reports concerning flying during one meeting per semester. He or she will also be responsible for maintaining the Club aircraft in safe flying condition and keeping a list of those persons who are checked out in the Club aircraft. The Safety Officer must be present, administer, and grade all ground tests for an airplane checkout, as well as, schedule a time for the appropriate practical checkout. It shall also be the responsibility of the Safety Chairman to ensure that all maintenance for the aircraft used in the N.I.F.A competition have a current annual inspection, transponder check, pitot-static check, and current 100 hour inspection if applicable. This Chairman must be at least a private pilot. This is a yearlong position.

Section IX.

The Banquet Director shall be responsible for keeping track of the Club's alumni. He or she will be responsible for organizing the alumni newsletter at least twice a year, organizing the end of the year Alumni Appreciation Banquet, and other activities pertaining to the office. He or she may choose to appoint a Co-Banquet Chairman to assist with duties pertaining to the banquet.

Section X.

The Historian must take and collect pictures of the Club's activities throughout the year and assist with the Grover Loening Trophy. The Historian will also be responsible for constructing a photo display to be shown at the Alumni Appreciation Banquet.

Section XI.

The Flight Team Chairman acts as a liaison between the Flight Team and the Aggie members. This person must be part of the Flight Team and is selected by the Flying Aggies Flight Team.

Section XII.

The duties of the Officer Core shall be to act on all matters of policy, to determine the initiation fees and all monthly dues, to protect the Club's interests and safeguard its welfare, to submit its findings and recommendations to the meetings for approval, and to audit the records and testify thereto.

Section XIII.

The duties of the members shall be to attend all meetings, to attend other scheduled activities of the Club, to conduct themselves in a proper and fitting manner, to uphold the dignity of the Club at the meetings and on the field trips, to be alert and mindful of the Club's interests, to exercise caution and safety in flying, and to observe all state, local, Club, and FAA flying rules and regulations.

Section XIV.

Each member of this Club shall have read and shall have promised to observe and abide by all the provisions of the Constitution to the best of his or her ability before being finally accepted for membership in the Club.

Article III. Flying Regulations

Section I.

The Club will adopt all regulations governing the Oklahoma State University Department of Aviation and Space Education and current Federal Aviation regulations.

Section II.

Equipment and flight regulations refer only to those aircraft under the direct control of the Oklahoma State University Flying Aggies, either through ownership or equipment leased by the Club. Equipment used only for the competition team, tryouts, rental or any other use by the Club is subject to these regulations as stated herein this constitution.

Section III.

Pilots: No Club member may act as pilot in command or in any other capacity as a required pilot flight crew member of Oklahoma State University Flying Aggie owned or leased aircraft without meeting the safety standards and proper flight check procedures and the approval of the Officer Core and safety Chairman . Club pilots must be members in good standing with valid membership, full or part-time University students, and must meet the requirements of the Federal Aviation Regulations 61.3, 61.31, and 61.57.

Section IV.

Member pilots who have been approved to fly the Club's equipment by the Officer Core and Safety Chairman, must be flight checked in said equipment by a qualified, Certified Flight Instructor and if approved, the examinee's name must be added to the proper list of qualified pilots by that instructor. Aircraft checkout must be overseen by the Safety Officer. A ground test must be administered by the Safety Officer, graded, and passed prior to a practical checkout flight. Passing grades for the ground test are to be determined by the Officer Core. The practical checkout flight must be scheduled through the Safety Officer and recorded by the Safety Officer.

Article IV. The Club Aircraft

Section I.

All Club member pilots must have at least a valid private pilot certificate, valid medical certificate, and current biannual flight review to fly the Club airplane.

Section II.

Club member pilots of the Club aircraft will at all times keep an accurate log of all flight time. This flight time shall be recorded in the airplane's flight record book and on the appropriate sign-out record form.

Section III.

The flight of the Club aircraft in an ambassador capacity, in which the pilot's expenses for the use of the Club aircraft are paid for by the Club, must be reviewed by the executive council, approved, and signed for by the President, Vice-President, and Faculty Advisor prior to the departure of said mission.

Section IV.

In case of an accident or forced landing, a complete report of conditions will be phoned into the Aviation and Space Education Office before attempting to affect repairs or continue flight.

Section V.

The Club pilot will be liable for all expenses incurred in repairing any aircraft which, in the opinion of the Executive Council, was damaged through his or her neglect or fault and in concurrence with the Club's insurance policies.

Section VI.

If in operating in congested areas the aircraft shall be shut down and towed while being accompanied with wing-walkers.

Section VII.

The Oklahoma State University Flying Aggies hereby declare that effective after January 1, 2013, N600SU and or all Club owned or operated airplanes thereafter will be subject to 100 hour inspections as defined by FAR part 43 in accordance with FAR 91.409.

Article V. Suspensions and Penalties

Section I.

Any member who willfully breaks any of the Bylaws of the Club will be suspended until such time as his or her case has been reviewed and the findings of the Officer Core shall have been returned and imposed penalties shall have been paid.

Section II.

Any member who has been suspended may appeal his or her case to the President and request a second hearing before a board composed of a majority of the total club membership. In such an event, a three-fourths vote of the attending membership must be secured in order to override the ruling of the Executive Core.

Section III.

Penalty for violation of any of the provisions of the Constitution shall be determined by the Executive Core, except where a specific penalty is already provided for.

Article VI. Amendments

Section I.

Amendments or additions to the constitution can only be affected by a seventy-five percent favorable vote of the present membership at the

meeting and subsequent approval by three of the four members of the Board.

Section II.

Any change or amendment to this constitution shall be attached hereto and every member of the Club shall then receive a copy of the same changes.

Article VII. Preparation for Air Meets

Section I.

No scrapbook shall have any material removed from it after completion. All scrapbooks shall be left in their entirety and all subsequent scrapbooks shall be composed of material collected during that school year. No material will be passed on to other scrapbooks.

Section II.

Team members will be selected based upon their demonstrated skills during the team tryouts. Any team member who fails to participate in Club functions or fundraisers, who does not attend regular meetings, or demonstrates a disinterest in flight team practices and events will be removed from the team at the recommendation of the Flight Team Captain, Flight Team Co-Captain, Flight Team Coach, and Advisor.

Section III.

The Flight Team Captain and Co-Captain will be elected by the Flight Team members.

Section IV.

Tryouts will be held at the discretion of the Flight Team Captain and Co-Captain.

Section V.

Positions on the National competition team are determined by the following guidelines:

1. Any competitor who achieves first, second, or third place overall in any competition event at the NIFA Regional competition will be granted an automatic position on the Nationals Flight Team in that event in which they achieved first, second, or third place overall.
2. All other tryout procedures, selections of the Nationals Flight Team, and any other decisions or procedures pertaining thereto will be at the discretion of the Flight Team Captain, Co-Captain, Coach, and Advisor.

Section VI.

Flight Team members may select a Flight Team Coach in preparation for competitions. This person is not required to be faculty or staff.